UNIVERSITY OF HAWAI'I
NOTICE OF EXEMPTION FROM STANDARD METHODS OF SOURCE SELECTION

The Vice President for Budget and Finance/Chief Financial Officer, University of Hawaii, is in the process of reviewing the request from UHM, Office of the Chancellor (Department/Campus) for exemption from Standard Methods of Source Selection for the following goods, services, or construction:

Executive search services are being sought relating to the recruitment of a Chancellor for the University of Hawaii at Manoa.

Vendor:
(If known)
Address:

Term of Contract:
(If known)
From: --------
To: --------
Cost: $130,000 (est.)

Direct any inquiries to:
Department: Chancellor's Office
Contact Name/Title: Kathleen Cutshaw, VC for Admin, Fin & Oper
Address: 2500 Campus Road, 307D, Honolulu, HI 96811

Phone Number:
956-9190
Fax Number:
956-5163

Date Posted: August 31, 2011

Submit written objections to this notice to issue an exemption from Standard Methods of Source Selection, within seven (7) calendar days from the date posted to:

Office of Procurement and Real Property Management
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822
REQUEST FOR EXEMPTION FROM STANDARD METHODS OF SOURCE SELECTION

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: UHM Office of the Chancellor

(Department/Program)

Pursuant to APM Section A8.220, the Department requests a procurement exemption to purchase the following:

Description of goods, services, or construction:

See attached.

Estimated Cost: $ 130,000.00

(1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University;

See attached.

(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable;

See attached.
(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and

See attached.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:

See attached.

Direct questions to: Kathleen Cutshaw Phone: 956 9190

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

Virginia S. Hinshaw
Full Name of Principal Investigator, Department Head, or Administrator  [Signature]  8.31.11

Alexandra French
Full Name of Fiscal Officer  [Signature]  8.31.11

APPROVED:

Linda K. Johnson
Full Name of Vice President or Chancellor  [Signature]  8.31.11

FOR OPRPM USE ONLY

OPRPM COMMENTS:
Recommend Approval.
Request for Exemption from 103D, HRS  
(Executive Search Firm for UHM Chancellor)

Description of goods, services, or construction:

Executive search services are being sought relating to the recruitment of a Chancellor for the University of Hawai‘i at Manoa. Search services shall include assistance in advertising, development of a challenge/opportunities document; identification, recruitment, research and vetting of qualified candidates; providing market data; and the coordination and monitoring of the search process and the screening of candidates. In addition, the Contract will provide general consultation through completion of the search process.

(1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University

Procurement by standard competitive means involving the preparation and advertising of a formal request for proposals will not permit the completion of the world-wide recruitment and selection process in time to permit the University to make offers of appointments by the Spring/Summer 2012. Delays in the recruitment process created by the procurements by standard competitive means will delay the University's ability to make an appointment to this key executive leadership positions. As a reasonable alternative, it is being proposed that invitations be extended to search firms who are identified as members of the American Council on Education (ACE) Roundtable of Executive Search Firms that provide executive search services to colleges and universities. The informal procedure should provide the University, in a timely manner, with ample numbers of search proposals from firms who have the experience necessary to successfully assist the University in its search.

(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable:

From a listing of American Council on Education (ACE) Roundtable of Executive Search Firms that provide executive search firm services (copy attached) and from other firms that may express interest in providing search services, a vendor will be identified based on the firm’s executive search experience and other considerations. Requests for proposals for the Chancellor, UHM will be forwarded to the firms. A committee of from three to five (3-5) members experienced in the conduct of an executive search will review proposal responses taking into consideration the firm’s prior experience in academic searches for similar positions, prior record of successful placements at other higher education institutions and/or major corporations, networking and outreach capabilities, administrative support capabilities, ability to meet the search schedule set by the University, the proposed costs of the services to be provided, and the quality of the proposal and interpersonal rapport between the firm and
the sub-committee. Based on the evaluations of the proposals received, the sub-committee will identify no more than three of the search firms and forward the names of the firms and the committee assessment of the strengths and weaknesses in unranked order to the President for final selection. The President will select from among the three recommended firms.

(3) A description of the Department’s internal controls and approval requirements for the exempted procurement; and

The Office of Procurement and Real Property Management will assist in reviewing a contract for services with the firm determined by the President to best match the needs of and that will be most advantageous to the University. Expenditures will be subject to review, approval, and processing in conformity with specifications of the request for proposals and University expenditure policies and procedures.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract.

UHM Vice Chancellor for Administration, Kathleen Cutshaw
Director of Procurement Duff Zwald
UHM Fiscal Office Sandi French
Roundtable of Executive Search Firms

ACE is pleased to provide information and a means of facilitating communication with executive search firms that specialize in higher education. ACE does not evaluate or endorse the services of individual firms.

29 Firms

Aydin & Associates, Inc.

Aydin & Associates is a higher education firm that specializes in mathematics, science, and math education.

Telephone: (650) 915-1050
Fax: (650) 915-1051
E-mail: info@aydinaighbors.com

Averbach Associates

Averbach Associates specializes in executive search and recruiting for colleges, universities, and academic institutions.

Telephone: (718) 329-9000
Fax: (718) 329-9010
E-mail: info@avherbach.com

Avery & Associates, Inc.

Avery & Associates is a specialized executive search firm.

Telephone: (617) 753-1200
Fax: (617) 753-1300
E-mail: info@averyassociates.com

David Shenefin Associates

David Shenefin Associates (CS&AA) is the country's leading firm of professionals specializing in the placement and selection of chief academic officers and the recruitment of executive-level faculty members. Our national and international executive search services are designed to address the needs of higher education institutions.

Telephone: (408) 559-6000
Fax: (408) 559-6001
E-mail: info@shenefin.com
Scotia, AZ 85380

Diversified Search Odoos Berdine
The Diversified Search Company conducts assignments for academic leaders through vice presidents and directors for public and private research universities, comprehensive universities, liberal arts colleges, and independent schools.

Phone: (215) 732-0424
Fax: (219) 988-8399
Email: info@diversifiedsearch.com

FLI Associates

Jane Marshak, Chair
11400 Townsubd Court Parkway
Lansdowne, IL 60045

Telephone: (813) 461-9065
Fax: (813) 461-5265
E-mail: info@flialliates.com

Greenwood/Ashe/Associates, Inc.

Consulting/Research/Associates provides executive search, consulting, and training services for public and private higher education institutions, with primary focus on executive and senior-level searches. Specializes: ADJ, CHO, CIO, CEO, CIO, CFO, CVP, EEO, DE, GC, SPG, VP

Jane Greenwood
41 Business Center Drive
Munger, NY 12509

Telephone: (608) 209-2377
Fax: (608) 509-2372
E-mail: info@greenwoodasheassociates.com

Harris & Associates/ITC Partners

Harris / ITC Partner is a leading executive search and advisory firm in the field of higher education and academic research. Our firm includes consultants from the largest and most recognized research institutions. Specializes: ADV, CIO, CFO, CHAIR, CIO, CEO, CVP, EEO, DE, GC, SPG, VP

Jeffrey Harris
4238 Teller Road
Dulles, CA 20047

Telephone: (864) 705-8590
Fax: (864) 705-8590
E-mail: info@harrisassociatesinc.com

Healdrick & Strouds, Inc.

Specializes: ADV, CIO, CEO, CFO, CIO, EEO, GC, SPG, VP

Ellen Brown
393 Riverside Street, NE
Atlanta, GA 30308

Telephone: (404) 367-7613
Fax: (404) 367-7618
E-mail: info@healdrickstrouds.com

Tasseron, Miller

Tasseron, Miller is a national retained search firm serving leading-edge organizations, with a specialty in academic positions, presidents, and deans for colleges and universities. Specializes: ADV, CIO, CEO, CHAIR, CIO, CIO, CFO, EEO, DE, GC, CFO, SPG, VP

John Tasseron
191 Easton Street, Suite 500
Boston, MA 02116-5899

Telephone: (617) 262-6208
Fax: (617) 262-6208
E-mail: info@tasseronmiller.com

3. Robert Scott Executive Search

Jonathan Forrest
350 Franklin Street
Suite 810
Boston, MA 02110

Telephone: (617) 563-2294
Fax: (617) 563-2293
E-mail: info@robertscott.com

Janet Wright & Associates Inc.

Founded in 1985, Janet Wright & Associates specializes in senior-level recruiting for leading-edge organizations in the public and non-profit sectors, philanthropy and universities.

Janet Wright
174 Bullied Road
Dulles, VA 20052

Telephone: (516) 923-2090
Fax: (516) 923-2091
E-mail: info@janetwright.com

Korn/Ferry International

Korn/Ferry International works domestically and internationally on a variety of higher education-related assignments, including recruitment of presidents and chancellor.

Kenneth Kiyini
2200 Market Street
Suite 2300
Philadelphia, PA 19130

Telephone: (215) 490-9616
Fax: (215) 490-9617
E-mail: info@kornferry.com

Kolb & Company

Serving Higher Education since 1987, Kolb & Company, Higher Education Management Consultants, specializes in contingency and retained executive search and has served numerous

http://www2.acenet.edu/resources/esr_members/index.cfm?spec= 7/27/2011
contested Executive and Management searches including: Chief Level Officers, VP level execs, and key level searches. We have demonstrated capability in completing assignments on behalf of public, private, and proprietary higher education institutions. We also have a subset who is involved in consulting at the executive level. Specialties: AD, CIO, CFO, CEO,
CFL, CHIEF, CIO, CSRA, DSHE, DEB, GC, OBE, SPO, VP

Thomas Vale
9409 East Van Buren
Suite 119
Scottsdale, AZ 85258

Telephone: (480) 757-7125
Fax: (480) 757-7129
E-mail: thavel@valsearch.com

R. William Funk & Associates

William Funk
285 Highland Park Village
Suite 200
Dallas, TX 75205

Telephone: (214) 527-1233
Fax: (214) 293-2242
E-mail: dfunk@afksearch.com

RPA Inc.

RPA Inc. specializes in providing institutionally tailored presidential, advancement, cabinet officer, and search and board counseling for public and private colleges and universities and education-related organizations.

Richard Allen
2035 South Ranch Road
Willowbrook, PA 17586

Telephone: (570) 227-9277
Fax: (570) 227-9289
E-mail: rallen@afksearch.com

Registry for College and University Presidents

The mission of the Registry for College and University Presidents is to place talented professors and senior administrators in colleges and universities, with the goal of achieving solid leadership transitions.

Brian Carter
2 Cenntennial Drive
Pittsburgh, PA 15228

Telephone: (412) 522-6000
Fax: (412) 522-7516
E-mail: bcarter@acumed.org

Reed Consulting Group, LLC

Reed Consulting Group, LLC. provides counseling in executive search, organizational and leadership development, and marketing and strategic planning, especially for public and private higher education institutions and other non-profit and for-profit organizations. Specialties: AD, CIO, CFO, CHIEF, CSRA, DEB, DSHE, LED, OBE, VP

Clyde Reed
PO Box 335686
Cleveland, OH 44133-5647

Telephone: (216) 356-2399
Fax: (216) 366-2395
E-mail: clyde.reed@reedconsulting.co

Russell Reynolds Associates

Mary Tysdal
1750 Pennsylvania Avenue
Suite 600
Washington, DC 20006-5839

Telephone: (202) 844-7622
Fax: (202) 560-7721
E-mail: mary.tysdal@russellreynolds.com

SCE-The Sedman & Johnson Group

Providing search counseling to nearly 500 higher education institutions since 1991. Offering subfield sub-specialties and academic search services, from ad hoc consultation to full retained search. Specialties: AD, CIO, CFO, CHIEF, CSRA, DEB, VP

Steve Hatherley
3 Cenntennial Drive
Easthampton, MA 01027

Telephone: (413) 529-2896
Fax: (413) 529-2896
E-mail: rsh@afksearch.com

Sage Search Partners, LLC

Sage Search Partners, LLC specializes in senior-level searches for academic institutions and related not-for-profit. Specialties: AD, CIO, CFO, CHIEF, CSRA, DEB, VP

Paul S. Harris
12 Commonwealth Avenue
Boston, MA 02116

Telephone: (617) 694-6866
Fax: (617) 694-6866
E-mail: pharris@sagesearch.com

Storbeck/Pimental & Associates, Inc.

With over 160 years of combined service, Storbeck/Pimental is a nationally recognized, deeply experienced firm supporting leadership searches in education and not-for-profit. Specialties: AD, CIO, CFO, CHIEF, CSRA, DEB, SPO, VP

Atlantic Pimental
1101 Campus Center Drive
Suite 305
Montgomery, CA 91754

Telephone: (818) 250-5941
Fax: (818) 250-5949
E-mail: apimental@afksearch.com

Storbeck/Pimental & Associates, LLC

With over 160 years of combined service, Storbeck/Pimental is a nationally recognized, deeply experienced firm supporting leadership searches in education and not-for-profit. Specialties: AD, CIO, CFO, CHIEF, CSRA, DEB, SPO, VP

Shelly Storbeck
1420 North Providence Road

Telephone: (615) 509-2598
Fax: (615) 509-2599

http://www2.acenet.edu/resources/esr_members/index.cfm?spec=

7/27/2011
AGB Search
1133 20th Street, N.W. Suite 300
Washington, D.C. 20036